

**CITY OF FERNDALE  
JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT**  
Classification Code: 76

**Department:** City Clerk/Community & Economic Development  
**Union:** AFSCME Local 998  
**Classification:** Non-Exempt

**GENERAL STATEMENT OF DUTIES**

To assist one or more City departments by performing professional administrative tasks in supporting City elections and boards and commissions.

**SUPERVISION RECEIVED:**

Work is performed under the general supervision of a Department Head(s).

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinate and maintain the elections process; including scheduling, precinct operations, equipment and supplies, etc.
2. Maintain voter registration files in a timely and accurate manner.
3. Prepare inquiries and correspondence to address departmental and citizen requests and or concerns.
4. Process FOIA requests as directed.
5. Prepare boards & commissions agendas and meeting packets and file and distribute these materials as directed.
6. Attend boards and commissions meetings as assigned.
7. Prepare board meeting minutes and file/distribute them as directed.
8. Prepare notices of public hearings as assigned.
9. Create departmental reports as needed.
10. Maintain confidential records and files.
11. Process license applications and issue permits as required.
12. Receive and process citizen complaints.
13. Answer phones and assist customers at the counter in a professional manner.
14. Assist other clerical team members with phone calls and basic inquiries as needed and/or directed.
15. Process and distribute mail and maintain a clear understanding of inter-departmental workflow.

16. Manage departmental projects as assigned.
17. Maintain positive working relationships with both co-workers and customers/residents.
18. Perform other related duties as assigned.

## **PERIPHERAL DUTIES**

Attend Boards and Commission meetings and other City events as assigned, which may be held in the evening.

Work overtime hours during elections periods as assigned.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of municipal regulations, practices and procedures.
2. Thorough knowledge of modern office administration, practices and procedures.
3. Thorough knowledge of business English and report writing.
4. Ability to communicate effectively, verbally and in writing, and to coordinate, analyze and utilize a variety of reports and records.
5. Ability to be flexible in both work style as well as in learning new concepts and applications.
6. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
7. Ability to problem solve, take initiative, and demonstrate resourcefulness in handling situations.
8. Ability to take direction from multiple superiors and be flexible in their work style.
9. Ability to type at least 50 words per minute as demonstrated by a typing test.
10. Skill in operation of listed tools and equipment, including standard Microsoft Office applications.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

1. Graduation from an accredited High School; an Associate Degree in Business Administration or a related field is preferred.
2. Three (3) years of clerical experience, preferably in a municipal setting.
3. Experience in GIS, QVF and/or BS&A is a plus.
4. Any equivalent combination of education and experience.

Special Requirements:

1. Valid state driver's license or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

1. Personal computer, including word processing, spreadsheet software and email.
2. Calculator, copy and fax machine and phone.
3. Elections equipment.

4. Recording and dictation devices.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee primarily works indoors, but is occasionally exposed to wet and/or humid conditions if traveling in the field.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.